

**EFFECTIVE**

November 1, 2012.

**Subject(s)**

1. Food Assistance Program (FAP).
2. Refugee Assistance Program (RAP).
3. New employment deferral and participation codes.
4. Provider management payments unit (PMPU) suite number change.

**1) FAP****Purchase and  
Prepare Question****FAP****BEM 212**

The purchase and prepare language in BEM 212 has been updated to match the new wording on the DHS-1171, Assistance Application.

**Current Language**

The purchase and prepare question on the DHS-1171 is addressed as buy, fix, or eat meals together.

**Updated Language**

The purchase and prepare question on the DHS-1171, Assistance Application, is addressed as buy and fix food together.

*Reason:* Clarification and consistency.

*Communication Plan:* e-Blast.

**2) RAP**

**BAM 105, 110, 115, 210, 220, 405, 505; BEM 209, 211, 215, 221, 222, 228, 229, 230A, 230B, 230C, 232, 233A, 233B, 233C, 240, 245, 400, 503, 515, 520, 630**

The Refugee Assistance Program (RAP) will no longer be referenced in policy. The individual refugees assistance programs will now be known as Refugee Cash Assistance (RCA) and Refugee Medical Assistance Program (RMA).

*Reason:* To comply with federal language, and clarification of program requirements.

**BEM 232, BEM 230C, BEM 233C, BEM 630**

BEM 230C is a new policy item.

These manual items provide clarification of the requirements for the RCA and RMA programs. Defined participation requirements for RCA recipients at the Refugee Contractor. Updated process for verifying the validity of other alien status verification. Updated RMA income limits amounts to meet 2012 limits.

*Reason:* Program clarification to comply with federal regulations.

*Communication Plan:* What's new, Job Aid.

**3) New  
Employment  
Deferral and  
Participation  
Codes**

**BEM 228, BEM 230A**

**FIP**

Individuals who have provided verification of a disability greater than 90 days will be deferred as Establishing Incapacity until they have a Medical Review Team (MRT) decision. If MRT determines the individual meets the disability criteria as established by Social Security Administration (SSA), the individual will then be deferred as incapacitated greater than 90 days.

Individuals determined by MRT to be work ready with limitations will now have a participation code of work ready with limitations. They will remain a mandatory participant at the one-stop service centers, have required hours and will have to participate up to their limitations.

If an individual determined as work ready with limitations and the one-stop service center is no longer able to work with the individual, the specialist will have to determine if the individual should be given the participation code of work ready with limitations served by DHS. These individuals are still considered mandatory participants and would need to have self-sufficiency and/or employment activities assigned and monitored by the specialist. This is not a deferral and

a referral to the one-stop service center will not be generated by Bridges. All activities and participation hours will have to be recorded by the specialist into the Family Self-Sufficiency Plan.

This also applies to recipients of RCA.

*Reason:* Improved tracking of the populations being served at the one-stop service center and the local office, clarity of program requirements.

*Communication Plan:* What's New, Job Aid.

#### 4) PMPU

The provider management payments unit (PMPU) suite number has changed. The new address is:

Financial Services, Accounting Division  
Provider Management Payments Unit  
Suite 1003, Grand Tower Building

**MANUAL  
MAINTENANCE  
INSTRUCTIONS****Changed Items (content changes) ...**

**BAM 105  
BAM 110  
BAM 115  
BAM 210  
BAM 220  
BAM 405  
BAM 435  
BAM 500  
BAM 505  
BEM 209  
BEM 212  
BEM 215  
BEM 221  
BEM 222  
BEM 228  
BEM 229  
BEM 230A  
BEM 230B  
BEM 232  
BEM 233A  
BEM 233B  
BEM 233C  
BEM 240  
BEM 400  
BEM 500  
BEM 503  
BEM 515  
BEM 518  
BEM 520  
BEM 630  
BEM 660**

**Changed Items (link changes only) ...**

**BEM 211  
BEM 245**